



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor  
Dempsey Benton, Secretary

Michael Moseley, Director

September 10, 2007

**MEMORANDUM**

**TO: LME Directors**

**FROM: Mike Moseley**

A handwritten signature in black ink, appearing to be "MM", written over the name "Mike Moseley".

**RE: Crisis Service Reporting**

I appreciate your important work to implement crisis services plans. As you know, the General Assembly appropriated funding for SFY 06-07 for start-up and delivery of crisis services and additional crisis service funding for SFY 07-08. Therefore, it is essential that information be available on a regular basis from all LMEs regarding the use of these funds, the impact of your services on state hospital admissions, and your progress in crisis service plan implementation.

Data about state hospital admissions are reported routinely by the hospitals. This data is summarized by the Division's Information Systems staff. The number of admissions per month for each LME is posted on the DMH/DD/SAS website. Because the state hospital admission data are already available, LMEs will not need to submit a separate monthly state hospital admissions report to the State. However, each LME is to review its hospital admission data on an ongoing basis.

LMEs also regularly submit expenditures for units of service delivered to IPRS and/or expenditure reports (FSRs) to the Controller's office for funds that are not paid based on unit cost reimbursement. Therefore, no additional monthly LME reporting regarding the use of crisis funds will be required. However, quarterly reporting as specified below is required.

**Requirements for crisis service quarterly reporting.** However, in order to provide quarterly reports to the LOC and other legislative committees, quarterly reports from each LME are to be submitted to the Division by the 25<sup>th</sup> of the month following the end of each quarter during SFY 07-08 regarding implementation of your approved crisis services plan. Information that is to be included in each LME's quarterly report is listed below.

- Expenditure information regarding the crisis services start-up funding appropriated in the 2006 legislative session; quarterly expenditure information regarding all crisis service funding including the crisis service funding appropriate in the 2006 and 2007 legislative sessions.
- Data showing whether there has been a reduction in acute admissions to State psychiatric hospitals. Information about the proposed and actual use of these funds to implement your approved crisis plan and information about any remaining gaps in your crisis services is also

required. Refer to the data posted under State Hospital Admissions on the Division website at <http://www.ncdhhs.gov/mhddsas/statspublications/index.htm>

The reporting form for these quarterly reports is attached.

These reports are to be sent to Bonnie Morell at [Bonnie.Morell@ncmail](mailto:Bonnie.Morell@ncmail) or fax to (919) 508-3604 no later than the 25<sup>th</sup> of the month following the end of each quarter.

#### Attachments

cc:	Secretary Dempsey Benton	Sharnese Ransome
	Dan Stewart	Kory Goldsmith
	Executive Leadership Team	Andrea Poole
	Management Leadership Team	Kaye Holder
	Yvonne Copeland	Debbie Crane
	Patrice Roesler	Mark Van Sciver
	MH Commission Chair	Brad Deen
	The Coalition Chair	
	SCFAC Chair	

